



CITY OF HOUSTON

Job Posting

BJW

Applications accepted from:
Job Classification
Posting Number
Department
Division
Section
Reporting Location
Workdays & Hours

ALL PERSONS INTERESTED
DIVISION MANAGER - EX. LEVEL
PN#106352
PARKS AND RECREATION
RECREATION AND WELLNESS
RECREATION OPERATIONS
2999 SO. WAYSIDE
M-F 8:30 A.M. TO 5:30 P.M.*

*Subject to change

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

The Executive level Division Manager under the direction of the Assistant Director of Recreation and Wellness will manage the community centers in the Northeast Region of Houston. Responsible for the total administration of the facilities, services and programs. Evaluate staff and programs and work with staff and volunteers to ensure responsive, relevant, high quality programming in each center. Act with appropriate sensitivity to understand the multicultural nature of this region. Assist with participation and budgetary forecasting, program planning, and financial management. Serve as HPARD's link to the region, representing the department at appropriate meetings/events. Supervise, train, motivate, and evaluate the facility's managers and supervisors. Perform other duties as assigned and must be able to work flexible hours in the evening and on weekends.

WORKING CONDITIONS

The position is physically comfortable, the individual has discretion about walking, standing, etc.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelor's degree in Business Administration, Accounting, Engineering, Parks and Recreation Management or a closely related field.

MINIMUM EXPERIENCE REQUIREMENTS

Seven (7) years of experience closely related to the activities of the division are required, with at least three of the years in a supervisory capacity. A Master's degree in Business Administration, Public Administration, Parks and Recreation Management or a field closely related to the activities of the division may be substituted for two years of experience. Directly related professional experience may be substituted for the education requirement on a year for year basis.

MINIMUM LICENSE REQUIREMENTS

Must have a valid Texas Driver's License and comply with the City of Houston's policy on driving (AP 2-2).

PREFERENCES

Preference will be given to applicants with Bilingual English/Spanish skills.

SELECTION/SKILLS TESTS REQUIRED NONE

SAFETY IMPACT POSITION ☒ YES ☐ NO

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 29
\$1,885- \$2,639 Biweekly \$49,010 - \$68,614 Annually

OPENING DATE August 17, 2005

CLOSING DATE Open Until Filled

APPLICATION PROCEDURES

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st floor. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. Telephone Device for the Deaf (TDD) Phone Number (713) 837-9496.**

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